**COUNTY OF ALAMEDA**

REQUEST FOR PROPOSAL No. 902233

**for**

Alameda County Budget Solution

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| --- |
| **For complete information regarding this project, see** **Request for Proposal (RFP) posted at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) **[**[**https://gsa.acgov.org/do-business-with-us/contracting-opportunities/**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**] or contact the County representative listed below.**  **Thank you for your interest!**  **Contact Person: Azizullah Ramesh**  **Phone Number: (510) 208-3905**  **Email Address:** [**azizullah.ramesh@acgov.org**](mailto:azizullah.ramesh@acgov.org)  **General Services Agency (GSA) – Procurement** |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**February 23, 2023**

through

**Alameda County, GSA-Procurement**

[**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)

<https://ezsourcing.acgov.org/>

Description: Description: Description: branding.jpgAlameda County is committed to reducing environmental impacts across our entire supply chain. Please print only what you need, print double-sided, and use recycled-content paper if printing this document.

# CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 902233

ALAMEDA COUNTY BUDGET SOLUTION

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **December 30, 2022** |
| **Networking/Bidders Conference** | **January 10, 2023, at 2:00 p.m. (PST)**  ***TO ATTEND ONLINE*:**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjUwY2I5NDYtZTE4Yi00MmExLTk3ZDYtNWZhMmY0NDU5NzUy%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22aaba5ec9-44ce-4b8b-926a-b87e72b0a387%22%7d)  Meeting ID: 252 487 128 024  Passcode: NdixW6  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)  **Or call in (audio only)**  [+1 415-915-3950,,294994873#](tel:+14159153950,,294994873# )  United States, San Francisco  [(888) 715-8170,,294994873#](tel:8887158170,,294994873# )  United States (Toll-free)  Phone Conference ID: 294 994 873#  [Find a local number](https://dialin.teams.microsoft.com/c44e85b4-06d5-44f1-aa66-048146aad930?id=294994873) | [Reset PIN](https://dialin.teams.microsoft.com/usp/pstnconferencing) |
| **Written Questions Due via Email:**  [**azizullah.ramesh@acgov.org**](mailto:azizullah.ramesh@acgov.org) | **January 11, 2023, by 5:00 p.m.** |
| **List of Attendees** | **January 13, 2023** |
| **Questions & Answers Issued** | **January 31, 2023** |
| **Addendum Issued** [only if necessary to amend RFP] | **January 31, 2023** |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **February 23, 2023, by 2:00 p.m.** |
| **Evaluation Period** | **February 23, 2023 – March 17, 2023** |
| **Vendor Interviews** | **Week of March 6, 2023** |
| **Notice of Intent to Award Issued** | **March 29, 2023** |
| **Board Consideration Award Date** | **May 30, 2023** |
| **Contract Start Date** | **July 1, 2023** |

***NOTE: All dates are tentative and subject to change.***

|  |  |
| --- | --- |
| ***Alameda County Vendor Outreach*** | |
| Wednesday, January 4, 2023  10:30 a.m. – 11:30 a.m.  ***TO ATTEND ONLINE:***  [**Vendor Outreach**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTcwODZiMDctYzdmNi00ZTgxLWJhOTUtMjAyZTRkMWQxMTg4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22338906a1-74a0-4066-b6d5-051f1847307a%22%7d)  Call-in: +1 415-915-3950  Conference ID: 504 517 635# | ***COME MEET ALAMEDA COUNTY’S***  ***PROCUREMENT TEAM!***  This public event is not specific to any RFP, where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County.  These are usually conducted on Wednesdays. Dates and locations can be confirmed by checking at  [**Upcoming Events**](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/)  [<https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/>] |

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 902233

SPECIFICATIONS, TERMS & CONDITIONS

for

ALAMEDA COUNTY BUDGET SOLUTION

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ATTACHMENTS

EXHIBIT A **BID RESPONSE PACKET**, including the Business and Technical Components Overview chart to be completed as part of Bid Packet. The Business and Technical Components Overview clearly identifies in a table each component for the new Budget Solution system, that is either required, highly desirable or simply desirable. This table must be complete by each bidder to state if the component is included in their proposed budget solution, and if so where in their proposal it is discussed.

**EXHIBIT B REFERENCE DOCUMENT FOR ALAMEDA COUNTY BUDGET SYSTEM**.

This is a 62 page document that is a narrative with Tables and Figures that provides details and explanations on how the current budget system is used and information on some of the crucial and desirable components of the new Budget Solution that is the subject of this RFP.

**EXHIBIT C BUSINESS REQUIREMENTS, POSITION REQUEST SYSTEM (PREQ) BUSINESS REQUIREMENTS**.

This is a 29 page document that provides a narrative with flow charts and other references with details and explanations on how the current the current Position Request System (PREQ) is used by County departments and agencies to create requests related to positions and funding (FTEs) changes in the budget system and information on some of the crucial and desirable components of the new Budget Solution that is the subject of this RFP.

# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms, and conditions to describe a budget system and services (collectively referred to as the “Budget Solution”) that is a comprehensive solution for budget management that provides a system to create, administer, track and modify budgets and is compatible with existing County systems. This includes Exhibit B, a Reference Document for Alameda County Budget System.

The County intends to award a three-year contract (with the option to renew for two years) to the Bidder selected as the most responsible Bidders whose response conforms to the RFP and meets the County’s requirements.

## SCOPE

The County of Alameda is seeking a complete Budget Solution to replace its current in- house developed system. The successful contractor will provide a Budget Solution that includes software, hosting and professional services to support the system including system administration training and technical support services. The new budget solution must meet the functionality, usability, security, reliability, performance, scalability, and technology requirements contained in this RFP, including attached exhibits. The Budget Solution will include, at minimum, all of the following: annual operating, special, and capital budgets; budget narratives; change requests; quarterly projections; Capital Improvement Plan; integration with PeopleSoft Human Resource Management System (HRMS); integration with PeopleSoft Financials; financial forecasting for all funds requested for the County of Alameda, and other documents or reports prepared for the Board of Supervisors. The Budget Solution must include either position change management or must be able to integrate with the County’s current in-house developed position change request system.

The Budget Solution may satisfy the requirements directly or with some additional professional services. Proposals must clearly identify the module(s) needed to satisfy all requirements, include a detailed scope of professional services, and pricing. A successful proposal will include functional and technical solutions, as well as a written plan and proposed timeline/schedule for implementation, configuration, business process modernization, data migration from current system, documentation, training, and maintenance. Bidders are encouraged to submit creative approaches, including proposing additional features and their cost(s).

## BACKGROUND

* + 1. County Administrator’s Office

The County Administrator’s Office (CAO) seeks to provide professional‚ innovative‚ and proactive leadership to the Board of Supervisors‚ agency/department heads‚ and the public through responsible fiscal and administrative policy development and program oversight. The CAO implements the policies and decisions of the Board of Supervisors and is composed of seven units that oversee programs serving the entire County. These units, who will all use the Budget Solution system, are Budget & Finance; Program & Policy; Clerk of the Board of Supervisors; Intergovernmental Affairs and Civic Engagement; the East Bay Economic Development Alliance; and Risk Management.

The CAO prepares the County budget and executes County financing strategies in accordance with the County’s Vision 2026. Budget preparation includes coordination and analysis of departmental budget requests, mid-year budget adjustments in preparation of the developing year, as well as identification of funding gaps. The CAO monitors the County budget through quarterly projections, and provides analysis of Federal, State, and local developments that affect County finances, including 5 and 10-year forecasts. Financing activities include management of the County's outstanding debt portfolio, new debt issuances, the development of financing plans for capital projects, oversight of the County's Surplus Property Development Trust Fund and investor relations.

A key function of the CAO is to put together the annual County budget for review and approval by the Board of Supervisors based on the Board’s direction and the Maintenance of Effort (MOE) policy. The Budget process is led by the Budget Director and Budget Coordinator and supported by the Budget and Finance Unit. CAO Analysts review agency/department budget requests and prepare a Proposed Budget to present to the Board of Supervisors based on the MOE policy and factoring in projected changes in State and Federal revenues. The annual County budget includes tracking of Special Budgets which includes but is not limited to Children’s Services, Unincorporated Services, and Community-Based Organization (CBO) contracts, with the potential to add new groupings depending on community need and Board direction (e.g., homelessness or tracking based on the County’s strategic plan). The Special Budgets are a subset of numbers that are part of the larger County budget and may have overlap with another special budget.

The current budget system was developed in PowerBuilder, which is becoming obsolete. The CAO is seeking a cloud-based system for use by Federal, State, or local government agencies that offers flexibility, interfaces with existing County Financials and Human Resource systems, provides new solutions to improve County budget process, and offers the same or enhanced level of support and functionality that the current system provides.

* + 1. Current Budget System

Currently, during the fiscal year, the in-house developed budget system services multiple functions including, but not limited to, being used to track actual appropriations and revenues against the adopted budget and to the quarterly projections submitted by agencies/departments, to predict financial results for the current fiscal year based on year-to-date actuals and forecasted actuals expected before year-end. It receives the information on actuals from the County Finance system (PeopleSoft Financials) by an auto-batch process every night.

The current budget system has several environments including Production and Training. The Training environment is used to test changes to the budget and budget settings and is also used to run budget scenarios and cost modeling to analyze and determine cost impact related to certain parts of the budget before moving those changes into the Production environment.

The current budget process is detailed for reference in Exhibit B, the reference document for the Alameda County Budget System. There are concepts based on the current business process that must be included and/or supported in the new budget solution.

* + 1. Coordinating Systems:

ALCOLINK Financials, also referred to **PeopleSoft Financials**, is a PeopleSoft-based financial system for transactional activities in the County. ALCOLINK (HRMS), also referred to as **PeopleSoft HRMS**, is a PeopleSoft- based human resource system, including payroll and job code wage rate and number of positions and their funding level, specified as Full-Time Equivalents (FTE). The new Budget Solution must interface and be compatible with both the ALCOLINK Financials and ALCOLINK HRMS systems.

**PREQ, the Position Request System**, is an in-house developed system that is used to adjust (add, delete, transfer, reclassify) employee positions, the number of positions, and their funding level (specified as FTE). There is tight integration (via database views and web service) between the PREQ and the budget system. PREQ can directly lookup number of positions and their funding level (or FTE) in the budget system and retrieve Fund-Dept- Program/Project specific item costing impact for both current and developing budget.

When the CAO budget analyst approves or backs out a change in PREQ, the PREQ system connects to the budget system, which computes and notes the appropriate impact to the current and developing budgets. The PREQ system also integrates with PeopleSoft HRMS to get the details of a position and provide the approved changes to be made.

## BIDDER QUALIFICATIONS

* + 1. BIDDER Minimum Qualifications

1. Bidder **and** key personnel assigned to the project must be regularly and continuously engaged in the business of providing budget systems and related business and technical support to government agencies, including at least one other County for at least five (5) years which must be clearly stated or demonstrated in the bid response.
2. Bidder and key personnel must have prior experience in implementing a cloud-based budget system for a government agency or similar business. This must be verifiable for key personnel through resumes provided with the proposal and for Bidder through references, listed on the required in “References” form in the bid packet below.
3. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP.  Bidder is not required to submit copies or verification of the permits, licenses and credentials; however, Bidder must provide such proof if requested by County.

## BUSINESS AND TECHNICAL REQUIREMENTS

The Budget Solution will support the concepts and activities related to the County budgeting process. The descriptions of the components are set forth in this document and are also identified in the Business and Technical Components Overview (the “Components Table”), Exhibit A of the RFP, which must be completed by Bidder submitted with their proposal

Each of the components is assigned one of the following categories:

* Crucial (C) – It is crucial and a requirement for the system.
* Highly Desirable (H) – It is not crucial to have this component, but highly desired and preferred.
* Desirable (D) – It desirable, but not highly preferred to have this component.

The proposal must address each category. In addition to any narrative in a proposal, Contractor must complete the Components Table, clearly identifying where the components are discussed in the proposal. These business and technical components are based on the current system and practices and also include new required and desired components of the Budget Solution.

Contractor may provide items on the Components Table as written or may propose different approaches to satisfy the concepts and processes. In either event a Contractor ’s proposal must clearly explain how the each of the items are addressed in the Bidder’s Budget Solution, **and not just state that they are included or feasible**. This is especially true if the concepts and processes are not supported as described. For example, it is not sufficient to simply state that actuals can be imported from the financial system. The proposal must specify either that it can be done exactly as described (e.g., ability to map fund-org-programs and account) or if not, how it will be done. Ideally, the Bidders will identify in the Comments column of the Components Table if their Budget Solution provides the component as described or if it will be provided through an alternative method.

Proposals must include a Budget Solution that contains all key components, as set forth below under Business Requirement.

**The proposed Budget Solution must be compatible with both the PeopleSoft Financials and Peoplesoft HRMS systems.**

**The proposed Budget Solution must meet the following requirement:**

1. **include a position change request management module within the system (to replace PREQ);**
2. **BUSINESS REQUIREMENTS**

This RFP includes EXHIBIT B, REFERENCE DOCUMENT FOR COUNTY BUDGET PROCESS and EXHIBIT C, PREQ BUSINESS REQUIREMENTS. Bidders must carefully read each of these exhibits to obtain a detailed understanding of the RFP requirements.

The Budget Solution must contain the following key components:

* + 1. **Budgeting lifecycle management.** This component must include, at minimum, the following capabilities:

1. Analysis and viewing of developing budget and current budget with varying levels of access depending on user type.
2. Maintain existing budget lifecycle, for details of how this must work, see Exhibit B, Reference Document, County Budget System Section 2.
3. Developing budget
4. Stages (or phases) of budget development.
5. Ability to pre-define hierarchy of stages based on business need.
6. Ability to open and close stages for budget changes/adjustments, and the ability to have multiple stages open simultaneously depending on type of adjustment (e.g. Department request or benefit rate).
7. Ability to specify stage to apply change to when initiating a budget adjustment and to limit certain types of changes at each stage.
8. Rippling (propagation) of amounts parent stages in the hierarchy.
9. Department initiated change requests.
10. Departments submit changes at the budget request stage and submit additional reductions to close the budget gap later in the budget development process. These requests are not applied until reviewed and approved or approved-as-modified by CAO analysts.
11. Departments submit potential change requests throughout the year which require Board approval. These requests are not applied until reviewed and approved or approved-as-modified by CAO analysts based on Board action.
12. End-of-Year (EOY) rollover of developing budget, which, with approval, becomes current budget.
13. Process for budget amendment post EOY roll.
14. Process and compatibility to send budget to PeopleSoft Financials (transactional financial system), with integration requirements detailed later in this document.
15. Process to import actuals, encumbrances, and budget adjustments from PeopleSoft Financials (transactional financial system) for tracking against current budget), with integration requirements as contained in this RFP and supporting documents.
    * 1. **Budget structure management**. This component must include, at minimum, the following capabilities:
16. Defining and managing attributes of budget structure elements such as fund, org, program, and accounts.
17. Defining and managing grouping of different elements such as budget program areas, departments, major accounts, major-fund-org-programs, fund groups and account groups.
18. Defining and managing relationships between budget elements such as accounts assigned to a fund-org-program.
19. Defining and managing mapping of budget element combinations with external systems including but not limited to PeopleSoft Financials (transactional financial system) and PeopleSoft HRMS (Human Resources Management system). For example, mapping of transactional chart of accounts to budget chart of accounts.
20. Reports and tools to view budget structure.
    * 1. **Salary and Employee Benefit (S&EB) management.** (See Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, section 4 for details on the current S&EB business process), The Budget Solution S&EB management must include the following capabilities:
21. Job code level position inventory (position and funding level aggregate).
22. Job code level costing.
23. Ability to reconcile positions and funding level inventory with PeopleSoft HRMS.
24. Benefit definitions and settings, taking into consideration the mapping between PeopleSoft HRMS and the Budget Solution, including a method to set the following rates:
25. Salary savings rate.
26. Utilization factors and rates for different benefits.
27. Distribution amongst different options for a benefit for a FOP.
28. Job code management
29. Process to update job code definition from PeopleSoft HRMS.
30. Process to update job code wage rates from PeopleSoft HRMS.
31. Defining and managing relationships between job code and budget structure. For example, assignment of job code to a fund-org-program.
32. Defining and managing relationships between job codes and benefits.
33. Job code cost modeling and computation that includes wage rates, differential and overtime, and benefits.
34. Computing budget impacts due to position inventory (either number of positions or funding level) changes due to operations such as position and/or FTE add, delete, transfer, reclassifications.
35. Computing budget impacts due to position cost changes due to changes in wage rates or benefit settings.
36. Reports of the above and tools for salary and benefits annual budget and future year forecasting.
37. Reports and tools for to view impact of each salary and benefits adjustment by department and fund-org-program (e.g., impact of annual retirement rate change by each department).
38. Position change requests (covered later in this document).
    * 1. **Budget activity tracking.** (See Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, section 5 for details on the current business process). The Budget Solution for budget activity tracking must include, at minimum, the following capabilities:
39. Tracking budget amount changes (manual and system) for developing budget, current budget, and scenarios. Keeping track of when the change was made, who is making the change, and a description/justification of the change; this includes distinguishing manual changes from system-generated changes for position inventory or other changes.
40. Tracking changes to position inventory (number of positions, funding level, cost) related to developing budget, current budget, and scenarios.
41. Tracking job code wage rate changes and benefit setting changes.
42. Ability to group sets of related changes.
43. Ability to preview or test the impact of changes in a scenario.
44. Ability to add a comment/description/justification for the change before the changes are saved.
45. Reports and tools to view changes.
    * 1. **Special budget management**. (See Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, section 6 for details on the current business process). The Budget Solution for special budget management must include, at minimum, the following capabilities:
46. Groupings which are subsets of appropriations and revenues within the larger departmental budgets and specific to certain programs or service types and not just budget line items; certain line items may be in one or more special budget groupings.
47. Developing and managing special budgets (for example, Children’s Services, and Unincorporated Area Services) which require departments to enter additional information and qualitative data for review and analysis such as categorizing the type of services – the current special budgets are detailed in Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, Section 6.
48. Access control permissions and rules for special budgets that are based on those for the operating budget (e.g., FOP access).
49. Ability for Departments to enter special budget details for review and approval by CAO analysts.
50. Ability to track actuals against budgets.
51. Ability to easily set-up new special budgets in the future.
52. Reports and tools to view special budget information by Department, program area, or as a whole based on user access.
53. Reports should include year-to-year comparisons.
54. Reports should be able to be formatted and exported to pdf and Excel files.
    * 1. **Reporting and Analytics,** See Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, section 8 for details on the current business process). The Budget Solution for reporting and analytics must include, at minimum, the following capabilities:
55. Reporting – Reports and tools to view budget information, such as those provided for reference in Exhibit B, it would be desirable to have a level of user personalization in the reports and tools.

Ability to create and run parameterized on-demand reports with various groupings for categories of information such as, budget stage reports, track changes reports, departmental change request reports, job code reports (inventory, cost, benefit, wage rates, etc.), S&EB reports, projections reports, actuals reports, budget structure reports, special budget reports, salary sheets, and security reports.

It is desirable that report formats can be periodically updated to the latest version of Microsoft Excel to ensure compatibility with the latest system software users may use.

The Budget Solution must not only include the mechanisms to create on- demand reports but also include services to create these reports. The mechanism to create on-demand reports must be simple enough for a user to create additional reports as needed.

System Administrators must be able to configure which reports are available to each user by type. The data displayed in reports must follow the access control rules set for a user (e.g., a department user will only be able to view/run the reports for their assigned FOP(s)).

1. Ad-hoc queries – Ability to create and run ad-hoc queries based on user access control rules.

Custom Reports Development. The County may require custom reports in addition to standard reports that are available in the system. Vendor should specify which out-of-the-box reports are delivered and should commit to write reports such as those provided for reference in Exhibit B.

1. Analysis – It is desirable for the Budget Solution to provide the ability to perform dimensional analysis, including but not limited to ROLAP/OLAP. Ideally, users will be able to select a format and which data to include in the analysis for either the current or developing budget year.
2. Data Export - Ability to export the output of the report data in various formats which must include, but are not limited to: Adobe PDF and MS Excel. The formats supported may vary by report.
   * 1. **Scenarios** which must include, at minimum, the following capabilities:
3. Creating scenarios, including testing and training, to analyze the impacts to budget due to changes without impacting the budget in production. These changes include but are not limited to items such as job code wage rates and benefit settings.
   * 1. **Functionality for administrative users, security settings, and access control** must include, at minimum, the following capabilities:
4. Stage management
5. Assigning stages for activities.
6. Locking/unlocking budget stages/phases at various time based on budget cycle to ensure integrity of data, and the ability to have simultaneous stages open if needed.
7. Creating scenarios for analysis.
8. Budget structure management including mappings to external system.
9. User management, system & security controls to limit access for users at different levels of authorization.
10. Assign security access based on organization, user type, and budget phase.
11. Password requirements that comply with County standards.
12. Application access control and permissions for various activities and users as defined and detailed (with estimated user counts) in Exhibit B.
    * 1. **Functionality for departmental budget analysts** which must have the capability to be restricted to certain departments or fund-org-programs and restricted to view only as needed, and includes, at minimum, the following capabilities:
13. Entering developing budget data at a certain stage, view-only restrictions for other stages, and complete restriction for other stages.
14. Entry of costs to other County Departments and/or agencies. This is critical for Internal Service Fund (ISF) departments (as approved by CAO users).
15. Requesting Intra-Fund Transfers (IFT) between departments.
16. Entering amounts for IFT between Departments.
17. Submitting ISF Department budgets.
18. Submitting non-Salary and Employee Benefit account budget change requests for developing budget, including options to select if change is one-time or ongoing (or to specify adjustments for future years).
19. Providing narratives for the budget document.
20. Viewing salary sheets.
21. Providing additional data input for special budgets.
22. Providing data to track against special budgets throughout the fiscal year.
23. Viewing budget adjustments (changes) for each budget.
24. Ability to create and submit quarterly projections.
    * 1. **Functionality for Human Resources (HR) Labor Analysts,** which must have the capability to be restrict to view only as needed depending on budget phase/stage, **and** must include, at minimum, the following capabilities:
25. Using scenarios to analyze job code wage rate and benefit changes.
26. Ability to apply future rates in budget and calculate the budget impact.
27. Ability to run reports related to allowed activities.
    * 1. **Functionality for central HR Analysts** will vary depending on whether the Budget Solution will include functionality that fully replaces the PREQ system or whether it will work with the existing PREQ system. Whether the Budget Solution replaces or works with the PREQ system, the Budget Solution base functionality must include, at minimum, the following capabilities:
28. Viewing information about job codes.
29. Ability to run reports related to allowed activities.

If the Budget Solution replaces the current PREQ system for position change management, the functionality will require, at minimum, the following capabilities for central HR analysts:

1. Approving position change requests
2. Ability to assign job codes to fund-org-programs
   * 1. **Functionality for departmental HR analysts,** if the Budget Solution replaces the current PREQ system it must include for position change management, at minimum, the following capabilities:
3. Creating position change requests
4. Ability to run reports related to allowed activities.
   * 1. **Functionality for CAO Budget analysts** which must include, at minimum, the following capabilities:
5. All the activities that can be done by departmental budget analysts, departmental HR analysts, and/or central HR analysts.
6. Reviewing ISF Department budgets submitted by ISF departments and allocate spreads to Non-Discretionary Services and Supplies (NDS&S) accounts for other Fund-Org-Programs.
7. Approving budget change requests for developing budget.
8. Approving position change requests.
9. Ability to view and modify special budgets as needed.
10. Ability to run reports related to allowed activities.
11. Ability to accept and review quarterly projections submitted by departments, modify projections data, and submit final quarterly projections.
    * 1. **Integration with County’s Human Resource Management System, PeopleSoft HRMS,** is a requirement. The new Budget Solution must have the capabilities to interface and be compatible with the PeopleSoft HRMS, including at minimum each of the following:
12. Ability to map PeopleSoft HRMS structure to budget structure (see Exhibit B REFERENCE DOCUMENT FOR COUNTY BUDGET PROCESS).
13. Receive data from PeopleSoft HRMS system - this can be done via a file-based daily process or another process as long as it is automatically updated daily at minimum.
14. Job code details including wage rates.
15. Ability to reconcile position inventory with data from PeopleSoft HRMS.
16. Ability to reconcile benefit option distribution for a job code. For example, determining what percentage of employees for a particular job code in a fund-org-program utilize each of the dental benefit options.
    * 1. **Integration with PeopleSoft Financials,** the County’s transactional financial system, also referred to as ALCOLINK FINANCIALS, is a requirement. The new Budget Solution must interface and be compatible with ALCOLINK Financials including the following:
17. Ability to map financial structure to budget structure.
18. Receiving data from PeopleSoft Financials via an automated file-based daily process. including but not limited to:
19. Actuals data (including adjusted budget information).
20. Payroll data.
21. Projection data.
22. Providing data to PeopleSoft Financials.
23. Transferring initial budget at the time of End-of-Year roll, via an automated file-based daily process
    * 1. **Replacement of the position change request system**
24. The proposed Budget Solution must meet the following requirements.
25. **Replacement:** Budget Solution replaces the existing position change request system (PREQ)

NOTE: If the PREQ functionality is incorporated into the budget solution, then the creation and approval of the position change requests needs to be handled. See Exhibit C PREQ BUSINESS REQUIREMENTS discussing the current business practices and technical specifications of the current system, which any replacement solution will need to include.

Under Option 1, the Budget Solution system must have ability to:

1. Retrieve the position data from the PeopleSoft HRMS via REST API in a real time or via a file-based daily batch process.
2. Integrate PeopleSoft HRMS and map the PeopleSoft HRMS position, location, account and employee data to budget structure.
3. Allow appropriate user categories to create/edit/withdraw position change requests (e.g., transfers, additions, reclasses, deletions) based on Department or Agency permission controls.
4. Allow users to view the details of the request, including position data, employee info, the cost of the position, comments, approval history and status changes based on permission controls.
5. Allow users to add comments to the position change requests (such as adjusting, adding, deleting transferring and reclassifying positions, the number of positions, and their funding level) and track the request status changes based on permission controls.
6. Allow users to upload documents.
7. Generate a list of requests that are pending for HR to review and/or approve.
8. Implement an HR approval workflow to allow HR users to assign, review, and/or decide (approve/reject) the requests.
9. Generate a list of requests that are pending for CAO to review and/or approve.
10. Implement a CAO approval workflow to allow CAO Analysts to approve/reject the position requests and provide comments.
11. Generate different types of reports depending on user type and user access.
12. Allow users to search pending and/or historical position requests.
13. Allow users to print and export reports (to PDF or Excel) and search results.
14. Must have the ability for a separate central HR Admin user to manage user permissions related to position change management functionality.
15. Send notification emails to the identified system users based on status changes.
16. Automatically generate daily batch files which contains approved requests. The batch file must be sent automatically to the PeopleSoft HRMS interface to process on a daily basis, so that the position, location, account and FTE changes can be updated in the PeopleSoft HRMS system as part of the nightly batch process.
17. Perform the End of Fiscal Year Roll annually after the Budget End of Year Roll is complete.
18. Process frozen positions during the annual End of Year Roll process.
    * 1. **Current fiscal year quarterly projections.** The Budget Solution must include, at minimum:
19. Ability to calculate straight-line projections based on year-to-date (YTD) actuals. This must include comparing approved budget, adjusted budget, actuals, and projected amounts in a longitudinal format.
20. Ability to calculate Salary and Employee Benefit (S&EB) projections based on the pay period multiplier using last pay period actuals.
21. Ability for departmental users to modify or enter projections directly into system along with explanations of variance.
22. Ability for departmental budget analysts to modify straight-line projections as needed, submit quarterly projections to CAO Analysts for review, and provide explanations and notes of variances with submissions.
23. Reporting by major org, Department, and Fund roll ups.
    * 1. **Forecasting.** The Budget Solution must have the ability to forecast.

The forecasting functionality must establish baseline revenue and expenditure assumptions that include any recommendations for process improvements.

These assumptions must include maintaining fund reserves, remaining competitive regionally with labor contracts, meeting pension obligations, sustaining internal service funding, fulfilling the County’s debt service obligations, and other major factors that County may identify during implementation of the Budget Solution. Assumptions must have the ability to be changeable.

1. The Budget Solution must have ability to provide revenue estimates for the current year and subsequent 10 years.
2. The Budget Solution must produce expenditure estimates for the current year and subsequent 10 years.
3. The output for the ten-year budget model for the County’s General Fund must include:
4. An executive-level summary;
5. A financial manager-level summary at the fund balance and service-delivery impact level. This must provide scenarios around impacts to gain/loss of revenues and expenditures; and
6. That all data can be downloaded and viewed in MS Excel for additional analysis.
7. The forecasting model must be scenario driven. Specifically, this must include the ability to visualizes graphically all revenues, expenditures, required reserve limits, and with a graphic representation of any impact to actual reserves (i.e., a “bottom line” analysis). Graphs must be dynamic in nature, but also understandable, repeatable, and flexible.
8. The forecasting system must allow the end-user to make changes using an “if this, then that” approach. For instance, if the County adds 10 positions to Public Health, then the impact to reserves will be X, running a deficit by fiscal year XX-XX; or, if a city introduces revenue measure Y, the impact on fund reserves would generate a surplus in fiscal year YY-YY. This forecast will be utilized for analytical purposes, given specific assumptions.
9. The forecasting function must offer the end-user the ability to adjust the forecast and conduct scenario analysis by adjusting forecast assumptions— (i.e., downturns in the economy, revenue measure impacts, or labor negotiation impacts).
   * 1. **Departmental Budget Tracking**

At present, departments use either Excel or other financing software to manage their internal budgets. The departmental budget development during the initial implementation of the Budget Solution will not be incorporated. However, it is required to have a Budget Solution that could be easily be extended, in the future, to support (completely or some aspects of) the ability of departments to create their own budgets which in turn automatically feeds into the developing budget.

* + 1. **Generation of budget documents.** The Budget Solution must:

1. Generate charts and tables to be included in the annual budget document.
2. Allow departments to provide narratives to include in the budget document.
3. Compile budget document content by combining the narratives, charts, and tables into a single document.
   * 1. **Sharing information with and engaging the community.** The Budget Solution must include methods for:
4. Sharing the budget information (data and documents) once completed or at different stages (e.g., Proposed Budget and Approved Budget) with departmental budget analysts via the budget solution.
5. Sharing high level budget information (data and documents) online once completed or at different stages (e.g., Proposed Budget and Approved Budget) with the public.
   * 1. **Capital plan management.** The Budget Solution must the ability for capital plan management, including at minimum:
6. Developing and managing a multi-year capital plan for both vertical (buildings, etc.) and horizontal (roads, etc.) projects.
7. This shall include the ability to have requests regarding changes in capital projects submitted by departmental budget staff and reviewed by CAO budget analysts prior to consideration by an Executive-level Capital Financing Committee.
8. It is desirable to have these requests go through the Budget Solution as a package with estimated costs, timeline and funding sources clearly identified.
9. An interface from capital plan to operating budget.
10. Ability to isolate a specific fiscal year of a multi-year capital plan budget to compare against the related fiscal year’s operating budget.
11. User interface must be simple and easy to use allowing CAO analysts to filter and sort data, view a summary or dashboard, create and view reports, and project timelines by project type and category.
12. Provide narratives for the budget document.
13. **TECHNICAL REQUIREMENTS**
14. **System and Environments**
15. The Budget Solution must be a cloud-based system that works on all major internet browsers and computer systems.
16. The Budget Solution must have a minimum of three (3) environments including Production, Development, and Training User Acceptance Training (UAT).
17. **Security**
18. Proposals must specify the authentication integration supported for user access in detail. The Budget Solution must support either County Active Directory Federation Services (ADFS) or Azure authentication for authenticating users.
19. Proposals must provide a detailed security architecture and include system accounts, if any, and their level of access, specify who controls who has access and who is responsible for creating and removing users, provide information on availability of Multi-Factor Authentication, list password protocols and expiration standards, provide documentation on where security data is stored and how it is backed up and encrypted, and protocols followed to secure data.
20. The Budget Solution must log user logins and provide robust auditing functionality and logs.
21. Proposals must provide a Service Organization Controls 2 (SOC2) report with information on security/cybersecurity, system availability, processing/data integrity, privacy, and explain security architecture. Proposals must provide documentation on securing this system to be accessible from the Alameda County network only. This part of the proposal ONLY may be marked confidential and, to assist with protecting that confidentiality, should be included as its own exhibit/separate pages so that it may be easily redacted from the rest of the proposal if needed.
22. If the Budget Solution system can be accessed from Mobile devices, then proposals must provide documentation on how the data is secured/encrypted.
23. If the Budget Solution system can be accessed from non-County devices, then proposals must provide documentation on how the data is protected.
24. Encrypting of integration with County systems – application and database servers must be encrypted 256-bit in the least. The Budget Solution must provide data encryption for encrypting the data to enable protection as the data originates and exits the server. The data must be protected at rest and in transit via encryption.
25. This part of the proposal, Security, ONLY should be marked confidential and, to assist with protecting that confidentiality, should be included as its own exhibit/separate pages so that it may be easily redacted from the rest of the proposal if needed.
26. **Users and User Management.** The Budget Solution must include the following:
27. Ability to create users in the Budget Solution system with different access and permissions based on user type/group (at minimum there must be categories for the current user types and counts listed in Exhibit B, REFERENCE DOCUMENT Alameda County Budget System, section 1.2 Users, the reference document for the County Budget Process).
28. Administrator role that can configure various aspects of the budget system (e.g., set access rights for individual users or user groups; add/delete users; set stage restrictions for budget changes/entry)
29. Ability to assign specific access to user groups by attributes (e.g., Department, fund-org-program, capital vs operating) and to restrict other areas from users.
30. **Usability Requirements**
31. User interface must be intuitive, easy to learn, remember, and use. A user must be able to navigate the interface easily and the system must be designed to be user-friendly.
32. Buttons, headings, and help/error messages are simple to understand.
33. User(s) must be able to personalize views e.g., dashboards and reports. They should have the ability to hide/show columns as needed as well as sorting and filtering data.
34. **Training, tutorials, and documentation.** Contractor must provide the following minimum training related services:
35. Adequate training easily available for users at various levels (e.g., Administrators, CAO Budget analysts, and departmental budget analysts).
36. Training for administrators and users custom to the Alameda County Budget Solution implementation.
37. In addition, training to the County project team and others as identified during implementation.
38. Training shall include the provision of training materials, training data, exercises, and user guides.
39. Training services shall be available and provided by Contractor at no additional coast as needed thereafter.
40. Contractor shall provide existing end user guides and templates for the County to customize and train the end users.
41. Contractor shall provide County with training materials, lesson plans, and user guide templates to County to train future system and Domain Administrators.
42. Contractor shall provide user guides and templates customized to the County.
43. Contractor shall provide County with training materials, lesson plans, and user guide templates to County if, in County’s sole discretion. it decides to conduct its own training (in part or completely) on the Budget Solution system.
44. At least one two-day training customized to the County’s domains configuration for County Administrators delivered onsite at a County facility. If needed, at no additional cost to County, Contractor shall provide additional days of onsite training at a County facility to assure that all Administrators are fully trained.
45. Provide frequent and a wide breadth of training courses in a variety of delivery modes (on site, web-based live, web-based on demand, or at vendor location). On-site and Web-Based (Live) are preferred and must be available on an ad-hoc basis.
46. Provide ad-hoc training and on-demand support as needed and in a reasonable amount of time after the initial request.
47. Provide access to online training courses at no additional cost.
48. User access to resources including Frequently Asked Questions (FAQ), knowledge base and online training material. In addition, there is a desire for an online community forum that offers peer/client support from like users.
49. Budget Solution knowledge transfer is required for all administrators.
50. **Data migration.** Contractor’s services shall include the migration of at least the last ten years of current County data to the Budget Solution as part as part of the Budget Solution. This shall include, but not be limited:
51. The data for the historical developing and current budgets along with the tracking data against the current budgets.
52. The budget journal information (change tracking data) for the historical developing and current budgets.
53. It is desirable to have the historical item inventory and cost information for both the current and developing budgets along with the corresponding item journals migrated over.
54. **Data Import and Export.** The Budget Solution must provide the ability to import and export data, including but not limited to:
55. Users importing and exporting data from the Budget Solution system either using the User Interface or the Application programming interface (API), including downloading reports in Microsoft Excel and PDF formats.
56. Allowing other County systems to update budget data in the budget system as per integration requirements noted in this document.
57. Importing/exporting data using webservices.
58. Providing APIs for integration to read and update budget data. CAO Budget team must have, at minimum, read-only access to the Budget System Database in all the Budget Solution environments.
59. **Implementation plan and schedule.**

Implementation plan and schedule should consider how it will impact the County’s budget cycle and activities and the usual budget development process. Proposals must include an implementation plan and schedule. The plan must include, at minimum, each the following items:

1. Implementation Personnel. Contractor shall assign the County a dedicated representative for implementation. The representative will be the primary point of contact during implementation. The representative shall be supported by Contractor’s project team.
2. Availability. Contractor’s Implementation representative and project team shall be available for calls and on-site discussions, at minimum, during the Live Support Hours defined below.
3. Implementation Services. Details on how services will be performed. If they can be performed effectively, services may be performed remotely by Contractor, except for any on-site Services so expressly identified in this Contract. However, if there are any technical difficulties that Contractor is not able to remotely resolve to the satisfaction of County, Contractor shall come on-site to address issues at no additional cost to County. Contractor shall appear on-site within 24 hours of any request unless there is mutual agreement to another time.
4. Implementation Support. Contractor shall provide continue to provide implementation support, at minimum, as follows:
5. The full operation and processing of the Budget Solution system for one month without major error as defined by the County.
6. For each module placed into production, the full operation and processing of the Budget Solution including the new module for one month without major error, as defined by the County.
7. Implementation support shall continue until the Budget Solution system successfully runs for one month without major error. For purposes of this paragraph one month is a calendar month starting on the 1st and continuing to the end of that month.
8. **Ongoing support services.**
9. Support Team. Contractor shall provide support to maximize the Budget Solution System during the full term of the contract. Contractor’s Support team shall ensure the success by:
10. Providing frontline support on feature/function questions to ensure the County’s effective use of applications.
11. Conducting initial diagnosis on technical issues and provide solutions.
12. Managing the scoping, tracking, and delivery of requests for standard engineering services.
13. Communicating with County on the progress of any product issues through to resolution; and
14. Researching complex issues with internal subject matter experts to provide the County with solutions.
15. Live Support Hours.
16. Business Hours Support: Contractor shall provide support during core County business hours (7:00 AM to 6:00 PM Pacific Time), Monday through Friday.
17. Non-Business Hours Support: Contractor shall provide sufficient support after hours to respond to emergency situations, including security, data, and technology. Upon request, Contractor shall also provide support on some evening and/or weekend hours performing planned activities.
18. Sales Representative and Account Manager. Contractor shall assign a senior Sales Representative and an Account Manager to the County, to be focused on County’s needs and ensuring that the Budget Solution System and Services meet County’s requirements. The senior Sales Representative and Account Manager will be the primary point of contact with the County to ensure alignment of solution with overall County needs.
19. Client Success Support. The Contractor shall work with the County for product utilization, engagement, and overall satisfaction to ensure the continued alignment of support to the County process to ensure a high level of user adoption and overall success.
20. Proposals must include details for the on-going services and support that will be provided.
21. **Access and Licenses**

Contractor shall provide County access, including limited licenses, during the initial creation and implantation of the Budget Solution. Access for County to the Budget Solution shall include as needed, as determined by County, during implementation, testing and initial beta live tests. There shall be no License or use charges to the County until the Budget Solution is fully live and operable.

1. **System Notifications**

It is desirable to have the ability to send out messages and/or key deadlines and dates associated with the budget process through the Budget Solution.

## DELIVERABLES / REPORTS

1. Contractor and the County shall hold meetings weekly and daily as necessary.
2. Contractor shall provide regular reports and updated materials, including but not limited to the following:
3. Project implementation plan (including implementation phases).
4. Work Breakdown Structure (WBS).
5. Communication plan.
6. Training materials.
7. Weekly status reports, weekly executive reports.
8. Kickoff decks for both executives and project team.
9. Meeting summaries, deliverables, and related materials.
10. Strategy and proposal documents.
11. Visio diagrams – Implementation, proposed and final.
12. Statistics reports demonstrating if and how the Budget Solution system is meeting all requirements.
13. Detailed support documentation, and
14. Detailed documentation of product upgrades and processing timeline.

## PAYMENT MILESTONES

Following are the payment milestones. The County will pay the percentage of total implementation cost listed below as each of the milestones below is complete and approved by the County.

1. Implementation – Budget and PREQ System - 20%
2. Capital Improvement Plan module/integration - 10%
3. Integrate with extension system (PeopleSoft) - 10%
4. Audit Setup and Tacking - 5%
5. End of Year Roll – Budget and PREQ Setup - 5%
6. Data Migration – Budget and PREQ (10 years of data) - 10%
7. Integration Testing (Budget, PREQ, and PeopleSoft) - 10%
8. Report Development - 10%
9. Book Budget Development and Testing - 5%
10. Open Budget Setup development, Implementation, and Testing (Internet) - 5%
11. Final Preparation and User Training - 10%

## BIDDERS CONFERENCE(S)/VENDOR OUTREACH

* + 1. The Bidders Conference(s) held on the date(s) specified in the Calendar of Events will have online conference capabilities for remote participation. Bidders can opt to participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) at:

***TO ATTEND ONLINE*:**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjUwY2I5NDYtZTE4Yi00MmExLTk3ZDYtNWZhMmY0NDU5NzUy%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22aaba5ec9-44ce-4b8b-926a-b87e72b0a387%22%7d)

Meeting ID: 252 487 128 024   
Passcode: NdixW6

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

**Or call in (audio only)**

[+1 415-915-3950,,294994873#](tel:+14159153950,,294994873# )

United States, San Francisco

[(888) 715-8170,,294994873#](tel:8887158170,,294994873# )

United States (Toll-free)

Phone Conference ID: 294 994 873#

* + 1. [Find a local number](https://dialin.teams.microsoft.com/c44e85b4-06d5-44f1-aa66-048146aad930?id=294994873) | [Reset PIN](https://dialin.teams.microsoft.com/usp/pstnconferencing) Vendor Outreach is usually conducted on Wednesdays at [**Vendor Outreach Link**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTcwODZiMDctYzdmNi00ZTgxLWJhOTUtMjAyZTRkMWQxMTg4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22338906a1-74a0-4066-b6d5-051f1847307a%22%7d) (Call-in: +1 415-915-3950; Conference ID: 504 517 635#). Dates and locations can be confirmed by checking at: [**Upcoming Events**](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/) [<https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/>].
    2. Bidders Conference(s) will be held to:
       1. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
       2. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
       3. Provide the County with an opportunity to receive feedback related to this RFP.
    3. The Bidders Conference(s) Attendees List will be released in a separate document.
    4. Written questions submitted via email by the stated deadline will be addressed in a posted RFP Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
    5. Questions regarding these specifications, terms, and conditions are to be submitted in writing via email by 5:00 p.m. on the date specified in the Calendar of Events to:

Azizullah Ramesh, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

Email: [azizullah.ramesh@acgov.org](mailto:azizullah.ramesh@acgov.org)

* + 1. Attendance at the Bidders Conference(s) and Vendor Outreach are highly recommended but are not mandatory to further facilitate subcontracting relationships. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA / SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by a County Selection Committee (CSC).  The CSC may be composed of County staff and other parties that may have expertise or experience related to the goods or services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP.  Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.
3. **Unrealistic Bids.** Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.
4. **Price Discrepancy.** In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes.
5. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
6. **Evaluation Scores.**  Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below. Scores for all Evaluation Criteria (see the section below) will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.
7. **Shortlist Process:** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary scoring to develop a shortlist of Bidders that will continue to the final stage of optional vendor interview, and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references, and optional vendor interview. The five (5) Bidders receiving the highest preliminary scores and with at least 200 points may advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.
8. **Reference Checks.** The County reserves the right to conduct reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidders’ proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.
10. **Final Score**. The final maximum score for any procurement is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of the final score; derived from 5% for *local* preference and 5% for either *Small and Local* or *Emerging and Local* preference). Proposals will be ranked by their final scores.
    1. *Without Vendor Interview*. In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the reference score added will be the final score.
    2. *With Vendor Interview.* In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the GSA-Procurement department only. Bidders must neither contact nor lobby CSC during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidders.
12. **Determining Award.** As a result of this RFP, the County intends to award a contract to the highest-ranked responsible Bidder(s) as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to the County considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.
13. The zero to five-point scale range is defined as follows:

|  |  |  |
| --- | --- | --- |
| 0 | Not Acceptable | Non-responsive, fails to meet RFP specification. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score may result in the disqualification of the proposal. |
| 1 | Poor | Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP. |
| 2 | Fair | Has a reasonable probability of success; however, some objectives may not be met. |
| 3 | Average | Acceptable and likely to achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on the interpretation of the proposal by CSC members. |
| 4 | Above Average / Good | Better than that which is average or expected as the norm. Excellent probability of success in achieving all objectives of the RFP requirements and expectations. |
| 5 | Excellent / Exceptional | Exceeds expectations, is very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specifications. |

1. The Evaluation Criteria and their respective weights are as follows

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**  Responses to this RFP must be complete. Responses must address all the requirements identified within this RFP and all related documents, including any Addenda. Failure to meet the Bidder Minimum Qualifications may also be considered an incomplete response and may result in the disqualification of the Bidder. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders, its principal, and named subcontractors are not identified on the list of Federally debarred, suspended, or other excluded parties located at [www.sam.gov/SAM](http://www.sam.gov/SAM). | Pass/Fail |
|  | **Cost:**  The points for Cost will be computed by dividing the amount of the lowest responsive and responsible bid received by each Bidder’s total proposed cost.  Cost evaluation points may be adjusted by considering:   1. Reasonableness (i.e., how well does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives?). 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?). | 15 Points |
|  | **Description of Proposed System:**  In each area described below, an evaluation will be made of the probability of success and risks associated with the proposal response:   1. **Features:**   In each area described below, an evaluation will be made of the probability of success of, and risks associated with, the proposal response:   * 1. System Design - A comparison will be made of the proposed Budget Solution systems, their architecture, and functionalities.   2. Software Design and Development - The evaluation will compare the proposed Budget Solution systems capabilities and functionalities with the specific requirements of this RFP including compatibility with other County systems.  1. **Compatibility / Optional Features**    1. Proposed system’s ability to work compatibly with the County’s currents systems and potential changes to those systems.    2. The proposed system integration of Desirable, Highly Desirable and Optional Features.    3. Pricing for Desirable, Highly and Optional features will be evaluated here based on the significance and cost of the feature. 2. **Functionality**    1. An evaluation will be made of the functionality of the proposed system 3. **Security**    1. An evaluation will be made of the security of the proposed system and the bidder’s storage data. 4. **Customer Support**    1. An evaluation will be made of the bidder’s proposed Service Level and Support | 40 Points |
|  | **Implementation Plan and Schedule:**  Evaluation will include the likelihood that Bidder’s implementation plan and schedule will meet the County’s schedule and is reasonable. Identification and planning for mitigation of risks that Bidder believes may adversely affect any portion of the County’s schedule may be considered. | 5 Points |
|  | **Relevant Experience:**  Proposals will be evaluated, including considering the RFP specifications and the questions below:   1. How much experience does the Bidder have with similar projects? 2. Do the individuals assigned to the project have experience on similar projects? 3. How extensive is the applicable education and experience of the personnel designated to work on the project? | 5 Points |
|  | **References (See Exhibit A – Bid Response Packet)** | 5 Points |
|  | **Understanding of the Project:**  Proposals will be evaluated considering the RFP specifications and the questions below:   1. Has/How well has the Bidder demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Bidder identified pertinent issues and potential problems related to the project? 3. Has/How well has the Bidder demonstrated that it understands the deliverables the County expects it to provide? 4. Has/How well has the Bidder demonstrated that it understands the County’s schedule and can meet it? | 20 Points |
|  | **Vendor Interview**  Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. Whether or not a shortlist process is used, the scores of any evaluation criterion above may be revised or informed based on the vendor interview. | 10 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | ***Local* Preference:** Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s final score for purposes of award evaluation. | 5% |
|  | ***Small and Local or Emerging* and *Local* Preference**: Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s final score for purposes of award evaluation. | 5% |

## CONTRACT EVALUATION AND ASSESSMENT

* + 1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
    2. The County reserves the right to determine, at its sole discretion, whether:
       1. The Contractor has complied with all terms of this RFP and the contract; and
       2. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
    3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor’s performance under any awarded contract and/or Contractor’s goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated.  The Contractor must be responsible for returning County facilities to their original state at no charge to the County.  The County will have the right to invite the next qualified Bidder(s) to enter into a contract.  The County also reserves the right to rebid this project if it is determined to be in its best interest to do so. The County’s right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

## NOTICE OF INTENT TO AWARD

* + 1. At the conclusion of the RFP response evaluation period, all Bidders will be notified in writing by email or US Postal Service mail of the contract award recommendation, if any, by GSA-Procurement. The document providing this notification is the Notice of Intent to Award/Non-Award.

The Notice of Intent to Award/Non-Award will provide the following information:

* + - 1. The name(s) of the Bidder(s) being recommended for contract award; and
      2. The names of all other parties that submitted proposals.
    1. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by the Board of Supervisors.

## Bid Protest / Appeals Process

The County of Alameda prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the bid process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

* + 1. Any bid protest must be submitted in writing by 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is:

GSA–Office of Acquisition Policy

ATTN: Contract Compliance Officer

1401 Lakeside Drive, 10th Floor, Oakland, CA 94612

Email: [GSA-BidProtests@acgov.org](mailto:GSA-BidProtests@acgov.org)

A bid protest received after 5:00 p.m. is considered received as of the next calendar day. A protest received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award will not be considered under any circumstances by the Protest Evaluator or their designee.

Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.

* + - 1. The bid protest must contain a complete statement of the reasons and facts for the protest.
      2. The protest must refer to the specific portions of all documents that form the basis for the protest.
      3. The protest must include the name, address, email address, and telephone number of the person submitting the protest on behalf of the protesting party.
      4. The Contract Specialist will send a notification to Bidders if a protest is received.
    1. The Protest Evaluator, or their designee, will review and evaluate the protest and issue a written decision. The Protest Evaluator may, at its discretion, do any of the following: investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the Board hearing.  
         
       A notification of the decision will be communicated by email and/or US Postal Service mail to the protestor. Notification will be provided to Bidders when a decision has been made on the protest and whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award/Non-Award will stand.
    2. The decision on the bid protest by the Protest Evaluator may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Email: [OCCR@acgov.org](mailto:OCCR@acgov.org), unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose bid is the subject of the protest, all Bidders affected by the Protest Evaluator's decision on the protest, and the protestor have the right to appeal if they feel the Protest Evaluator's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date the decision is received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the Protest Evaluator will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.
       1. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
       2. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the bid or, if applicable, County contracting policies or other laws and regulations.
       3. The appeal to the OCCR must be limited to the grounds raised in the original protest and the written decision by the Protest Evaluator. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
       4. The Auditor’s Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
       5. The finding of the Auditor-Controller’s OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller’s OCCR will be furnished to the protestor.
       6. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the Board of Supervisors.
    3. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder’s failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

## TERM / TERMINATION / RENEWAL

* + 1. The contract term, which may be awarded pursuant to this RFP, will be three years.
    2. By mutual agreement, any contract, which may be awarded pursuant to this RFP, may be extended for an additional two-year.
    3. The County has and reserves the right to suspend, terminate or abandon the execution of any work, services and/or providing of goods by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor’s work, services and/or providing of goods, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor.  In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

## PRICING

* + 1. All pricing as quoted will not increase, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this RFP.
    2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.
    3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
    4. The County is soliciting a total price for this project. The price(s) quoted must be the total cost the County will pay for this project, including all taxes (excluding Sales and Use taxes) and all other charges.
    5. All prices quoted must be in United States dollars.
    6. Price quotes must include any and all payment incentives available to the County.
    7. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
    8. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

## AWARD

* + 1. Most Responsive and Responsible Bidder(s)
       1. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.
       2. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
       3. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
    2. Small Local Emerging Business (SLEB) Program

1. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County’s purchase of goods and services.
2. As a result of the County’s commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
3. [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
4. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
5. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 511210, 541511, 541512, 541519.
6. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
7. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
8. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over $25,000.
9. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.
   * 1. County Rights
        1. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
        2. Any bid proposals that contain false or misleading information may be disqualified by the County.
        3. The County reserves the right to award to a single or multiple Contractors.
        4. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
        5. The County has the right to decline to award this contract or any part thereof for any reason.
     2. Procedures
        1. Board approval to award a contract is required.
        2. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
        3. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the Exceptions and Clarifications form in Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

[**Alameda County Standard Services Agreement Template**](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)[<https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP>]

The template contains minimal standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this RFP and the bid proposal(s).

1. The RFP specifications, terms, conditions, Exhibits, RFP Addenda, and Bidder’s proposal may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

## METHOD OF ORDERING

* + 1. A written Purchase Order (PO) will be issued after an executed contract and Board approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
    2. POs and payments for goods and/or services will be issued only in the name of the Contractor, as identified on the contract.
    3. The Contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
    4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

## WARRANTY

* + 1. Bidder expressly warrants that all goods and/or services to be furnished pursuant to any contract awarded arising from the proposal will conform to the descriptions and specifications contained herein, in the submitted proposal, and in supplier catalogs, product brochures, and other representations, depictions or models, and will be free from defects, of merchantable quality, good material, and workmanship. Bidder expressly warrants that all goods and/or services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance, or payment by the County. Bidder warrants that all goods and/or work and/or services furnished hereunder shall be guaranteed for a period of three years from the date of acceptance by the County.

## INVOICING

* + 1. Contractor shall invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.
    2. County will use reasonable efforts to make payment within 30 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
    3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
    4. Invoices submitted by the Contractor must contain the County PO number, invoice number, remit to address, itemized goods and/or services description, and price as quoted and must be accompanied by an acceptable proof of delivery and any other information requested by the County.
    5. Contractor must utilize a standardized invoice format upon request.
    6. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
    7. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount. The County will not pay for goods and/or services in advance.
    8. In the event the Contractor’s performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

## ACCOUNT MANAGER / SUPPORT STAFF

* + 1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFP and any contract which may arise pursuant to this RFP.
    2. Contractor must also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFP. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
    3. Contractor must provide a dedicated, competent account manager who shall be responsible for the County account/contract and receive all orders. Contractor account manager shall be familiar with County requirements and standards and work with the Alameda County to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

* + 1. GSA-Procurement is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the GSA-Procurement department only. Any communication regarding this RFP with other County personnel may result in disqualification.
    2. The evaluation phase of the competitive process shall begin upon receipt of sealed bid proposals and continue until a contract has been awarded.
    3. Contact Information for this RFP:

Azizullah Ramesh, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Email: [azizullah.ramesh@acgov.org](mailto:azizullah.ramesh@acgov.org)

Phone: (510) 208-3905

* + 1. The GSA Contracting Opportunities website will be the official notification posting place of all bid documents related to this RFP. Each Bidder is responsible for checking the website for any Addendums and other notices related to this RFP. Go to [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>] to view the posting for this RFP and other current contracting opportunities.

## SUBMITTAL OF PROPOSALS

* + 1. Document Submittal
       1. All proposal documents must be completed, successfully uploaded, and submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) BY 2:00 p.m. on the due date specified in the Calendar of Events. The County strongly recommends uploading early; technical difficulties in downloading/submitting documents through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) shall not extend the due date and time. No hardcopy, email (electronic), or facsimile proposals will be considered.
       2. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if 20MB or less.
       3. The submitted proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
       4. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure, even if marked confidential or proprietary.  The County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at [**Alameda County Proprietary and Confidential Information Policies**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].
       5. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.
       6. Bidders **must** submit pricing on the Excel Spreadsheet – Bid Form(s) in [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org).
    2. Submissions Processes
       1. All costs required for the preparation and submission of a proposal shall be borne by the Bidder.
       2. Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state’s Corporations Code or an equivalent statute.
       3. The final award information will be posted on the County’s “Contracting Opportunities” website.
       4. The County reserves the right to reject any proposal.
       5. All bid proposals shall remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
    3. Legal Requirements
       1. “In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder”. (California Government Code Section 4552).
       2. By submitting a bid proposal, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
       3. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and shall be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFP and contract documents.
       4. The Bidder, by submitting a proposal, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

### EXHIBIT A

**BID RESPONSE PACKET**

**INSTRUCTIONS**

* + 1. Please read **EXHIBIT A – Bid Response Packet** carefully; **INCOMPLETE BID PROPOSALS MAY BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.
    2. The bid proposal must comply with all requirements contained in the RFP. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
    3. The bid proposal submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
    4. The following pages require confirmation, declaration, and /or a signature (?). There must be either: (1) be printed and have an original signature(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services. All signatures must be by an individual authorized to bind the Bidder. These pages must then be uploaded through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)as part of the Bidder’s proposal.

1. Exhibit A – Bid Response Packet, [Bidder Acceptance](#_BIDDER_INFORMATION)
2. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#Debarment)
3. Exhibit A – Bid Response Packet, [Small Local Emerging Business (SLEB) Information Sheet](#SLEB)
4. [Must be signed by Bidder](#Prime_Bidder_Signature)
5. [Must be signed by SLEB Partner](#SLEB_Sub_Signature) if subcontracting to a SLEB
   * 1. Each page of the Bid Response Packet must be submitted through the [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidders are to be submitted with such pages or items clearly marked “N/A” or the bid proposal may be disqualified as incomplete.
     2. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid proposal may be disqualified.
     3. Excel Bid Form(s) must be submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)**.**
     4. Bidders must quote price(s) as specified in the RFP, using the form(s) as amended or revised by any Addenda.
     5. Any clarifications or exceptions to policies or specifications of this RFP, including all Addenda and other documents must be submitted in the ***Exceptions and Clarifications***form of the Bid Response Packet.
     6. Bidders must read all information and follow directions in the [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) event.
     7. File names are restricted to 64 characters for all files uploaded as part of any bid proposal. The file extension (e.g., ".pdf" or ".xls") is counted as part of the file name character limit. Attempting to upload a file with a file name longer than 64 characters may result in an error message or failure to load.
     8. **Bidders who do not comply with the requirements and/or submit incomplete bid proposal packages are subject to disqualification and their bid proposals rejected.**

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Description automatically generated

### COUNTY OF ALAMEDA

### Exhibit A

### BID RESPONSE PACKET

RFP No. 902233

Alameda County Budget Solution

|  |
| --- |
| BIDDER INFORMATION |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Official Name of Bidder: | | |  | | | | |
| Street Address Line 1: | | |  | | | | |
| Street Address Line 2: | | |  | | | | |
| City: |  | | | State: |  | Zip Code: |  |
| Webpage: | |  | | | | | |

**Type of Entity / Organizational Structure (check one):**

Corporation  Joint Venture  Partnership

Limited Liability Partnership  Limited Liability Corporation  Sole Proprietor

Non-Profit / Church  Other:

|  |  |
| --- | --- |
| Jurisdiction of Organizational Structure: |  |
| Date of Organizational Structure: |  |
| Federal Tax Identification Number: |  |
| Alameda County Supplier Identification Number (if applicable): |  |
| DIR Contractor Registration Number (if applicable): |  |

**Primary Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Title: |  | | |
| Telephone Number: |  | Alternate Number: |  |
| Email Address: |  | | |

|  |
| --- |
| BIDDER ACCEPTANCE |

1. The undersigned declares that the procurement bid documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this RFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County’s website:
   1. [**General Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]

1. [**Debarment & Suspension Policy**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/>]

1. [**Iran Contracting Act (ICA) of 2010**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/>]

1. [**General Environmental Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>]

1. **[Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)**

[<http://acgov.org/auditor/sleb/overview.htm>]

1. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)

[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

1. [**First Source**](http://acgov.org/auditor/sleb/sourceprogram.htm)

[<http://acgov.org/auditor/sleb/sourceprogram.htm>]

1. [**Online Contract Compliance System**](http://acgov.org/auditor/sleb/elation.htm)

[<http://acgov.org/auditor/sleb/elation.htm>]

1. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and any contract that is awarded.
2. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the RFP and, if applicable, the site condition. By the submission of a bid proposal, the Bidder certifies that if awarded a contract, they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
3. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
4. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented, or unpatented invention, article or appliance furnished or used in connection with bid proposal and/or any resulted contract or purchase order.
5. The undersigned acknowledges ***ONE*** of the following (please check only one box):

    Bidder is not local to Alameda County and is ineligible for any bid preference; **or**

    Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#SLEB)); **or**

    Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:

* Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
* Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.

1. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

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| **SIGNATURE:** ✍  Name/Title of Authorized Signer:  Dated this  day of  20 |

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| DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS $25,000 AND OVER) |

The Bidder, under penalty of perjury, certifies that, except as noted below, Bidder, its principal, and any named and unnamed subcontractor:

* Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
* Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
* Does not have a proposed debarment pending; and
* Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of the award but will be considered in determining Contractor responsibility.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute the signature of this Certification.

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| **BIDDER:**  **PRINCIPAL: TITLE:**  **SIGNATURE:** ✍ **DATE:** |

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| SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET |

**Instructions**: On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement.  The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

SLEB certification must be **valid** at the time of bid proposal submittal for SLEB primes and SLEB subcontractor(s).

* For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, [GSA.OAP@acgov.org](mailto:GSA.OAP@acgov.org).
* For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, [OCCR@acgov.org](mailto:OCCR@acgov.org), (510) 891-5500.

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| SLEB INFORMATION SHEET |

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all Bidders must complete this form.

Bidders that are not certified SLEBS (for the definition of a SLEB, see[**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm)**; [**[**http://acgov.org/auditor/sleb/overview.htm**](http://acgov.org/auditor/sleb/overview.htm)**])** are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of thebenefits of the partnership will be economical, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with[**Elation Systems**](http://www.elationsys.com/elationsys/)**; [**[**http://www.elationsys.com/elationsys/**](http://www.elationsys.com/elationsys/)**].**

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| **BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**  **SLEB BIDDER Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **NAICS Codes Included in Certification:** |

**OR**

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| **BIDDER IS NOT A CERTIFIED SLEB and will subcontract      % with the SLEB named below for the following goods/services:**  **SLEB Subcontractor Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **SLEB Certification Status:  Small /  Emerging**  **NAICS Codes Included in Certification:**  **SLEB Subcontractor Principal Name:**  **SLEB Subcontractor Principal Signature:** ? |

**Upon award, Bidder (the Prime Contractor) and** **all SLEB subcontractors** agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation, including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

**Bidder Printed Name/Title:**      

**Street Address: \_**     **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_**     **\_\_\_\_State\_**     **\_ Zip Code**      

**Bidder Signature: ? Date:**      

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| **BIDDER MINIMUM QUALIFICATIONS** |

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the RFP documents.

1. Bidder **and** key personnel assigned to the project must be regularly and continuously engaged in the business of providing budget systems and related business and technical support to government agencies, including at least one other County for at least five (5) years which must be clearly stated or demonstrated in the bid response.
2. Bidder and key personnel must have prior experience in implementing a cloud-based budget system for a government agency or similar business. This must be verifiable for key personnel through resumes provided with the proposal and for Bidder through references, listed on the required in “References” form in the bid packet below.
3. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP. Bidder is not required to submit copies or verification of the permits, licenses and credentials; however, Bidder must provide such proof if requested by County.

**Maximum Length: None**

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| BID FORM |

**Instructions**:Bidder must use the separate County Excel Bid Form.

**COST MUST BE SUBMITTED AS REQUESTED ON THE COUNTY PROVIDED EXCEL BID FORM. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.**

Bid proposals that do not comply may be rejected.

The cost quoted must include all taxes (excluding sales and use tax) and all other charges, including travel expenses. The price quoted will be the maximum cost the County will pay for the term of any contract resulting from this RFP.

Quantities listed on Alameda County **Excel Bid Form** are for example only; they are not to be construed as a commitment of the County to purchase that quantity. No minimum or maximum is guaranteed or implied. The cost quoted will be the price of the items identified, regardless of the quantity purchased.

Bid pricing on all line items is required. If there are any line items that are not priced, the bid may be considered a partial bid and disqualified. Partial bids are not acceptable.

By submission through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)**,** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

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| TABLE OF KEY PERSONNEL |

**Instructions**: Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County, including collaborating partners.

To appropriately evaluate Bidder's qualifications, the table should include the following information for each key person:

1. The person’s relationship with Bidder, including job title and years of employment with Bidder.
2. Work experience in implementing a cloud-based budget system for a government agency or similar business.
3. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.

**Maximum Length: There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae. Résumé and curriculum vitae are subject to public disclosure and business addresses should be used not home addresses.**

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| **DESCRIPTION OF PROPOSED SERVICES** |

**Instructions:** Bidder is to provide a **Description of Proposed Services**.

The *Description of Proposed Service* must describe the overall services and systems. The Bidder must address how they will meet or exceed each requirement listed in Section E (Business and specific Requirements) and Section F (Deliverables/Reports).

At a minimum, the Bidder must include the following details:

Describe how Bidder will meet the program’s desired overall goals, anticipated outcomes, measurable objectives, and critical tasks, including how key personnel will be responsible for achieving them.

Detail existing data collection infrastructure and demonstrate the ability to interface with County’s database(s) as described in the RFP and/or provide reporting data to the County for maximum efficiency.

Explain any unique resources, procedures, or approaches that make the services of Bidder responsive to meeting the minimum qualifications and requirements of the RFP.

Identify any limitations or restrictions that exist for the Bidder to provide the services. Explain what measures will be taken to adequately provide the services. (Please note any requests for exceptions or clarifications MUST be identified on the *Exceptions and Clarification* form. **The County is under no obligation to accept any exceptions or clarifications, and any such exceptions and clarifications may be a basis for bid disqualification.**)

**Maximum Length: None**

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| **DESCRIPTION OF PROPOSED SYSTEM** |

**Instructions:** Bidder is to provide a **Description of Proposed System**.

In each area described below, an evaluation will be made of the probability of success and risks associated with the proposal response:

1. **Features:**

In each area described below, an evaluation will be made of the probability of success of, and risks associated with, the proposal response:

* 1. System Design - A comparison will be made of the proposed Budget Solution systems, their architecture, and functionalities. Credit will be given for features of the proposed design that offer enhanced utility and ease of use.
  2. Software Design and Development - The evaluation will compare the proposed Budget Solution systems capabilities and functionalities with the specific requirements of this RFP including compatibility with other County systems.

1. **Compatibility / Optional Features**
   1. Proposed system’s ability to work compatibly with the County’s currents systems and potential changes to those systems.
   2. The proposed system integration of Desirable, Highly Desirable and Optional Features.
   3. Pricing for Desirable, Highly and Optional features will be evaluated here based on the significance and cost of the feature.
2. **Functionality**
3. Describe functionality of the proposed system
4. **Security**
   1. Describe the security of the proposed system and the bidder’s storage data.
5. **Customer Support**
6. Describes the proposed Service Level and Support.

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| **IMPLEMENTATION PLAN AND SCHEDULE** |

**Instructions:** Bidder is to provide an **Implementation Plan and Schedule**.

In conjunction with the *Description of Proposed Services* and the *Budget Detail*, the Bidder must include an *Implementation Plan and Schedule* that specifically addresses the following:

1. A timeline of project goals, measurable outcomes, and benchmark activities related to the provision of required services and the key personnel assigned to each.
2. The ideal Implementation Plan and Schedule will provide a clear picture of what the County can expect during the contract term and in preparing to start the contract. Bidders should consider the information and questions contained in the Evaluation Criteria and Specific Requirements in preparing the Implementation Plan and Schedule.

**Maximum Length: None**

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| **REFERENCES** |

**Instructions**: On the following pages are the templates that Bidders are to use for providing references. Bidders are to provide a list of five references. References must be satisfactory as deemed solely by County.

Services or goods provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidders should verify that the contact information for all references provided is current and valid. If a reference cannot be contacted, it may affect the qualification and scoring of the Bidders’ bid proposals.

Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all the references provided in order to determine items such as Bidders’ years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

NOTE: Bidders should not list the County department requesting services/goods as part of the references.

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| **REFERENCES** |

RFP No. 902233

Alameda County Budget Solution

Bidder Name:

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| --- | --- |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | Email Address: |
| Services Provided / Date(s) of Service: | |

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| --- | --- |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | Email Address: |
| Services Provided / Date(s) of Service: | |

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| --- | --- |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | Email Address: |
| Services Provided / Date(s) of Service: | |

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| --- | --- |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | Email Address: |
| Services Provided / Date(s) of Service: | |

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| --- | --- |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | Email Address: |
| Services Provided / Date(s) of Service: | |

\*Use additional pages as necessary

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| EXCEPTIONS AND CLARIFICATIONS |

**Instructions**: Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the RFP and associated Bid Documents and submit them with the bid proposal.

**THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS AND CLARIFICATIONS; ANY SUCH EXCEPTIONS AND CLARIFICATIONS MAY BE A BASIS FOR BID PROPOSAL DISQUALIFICATION.**

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| **Reference to:** | | | **Description** |
| Page No.  EXAMPLE | Section | Item No. |  |
| **p. 23** | **D** | **1.c.** | ***Bidder takes exception to…*** |
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\*Use additional pages as necessary

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| INSURANCE REQUIREMENTS |

**Instructions**: Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid proposal, the Bidder agrees to meet the minimum insurance requirements and provide any documentation requested by County upon request.

Insurance documentation must be provided to the County before award and include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

The following page contains the minimum insurance limits required by the County of Alameda to be held by the Contractor performing on a contract issued from this RFP:

see next page for county of alameda

minimum insurance requirements

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

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| **TYPE OF INSURANCE COVERAGES** | | **MINIMUM LIMITS** |
| **A** | **Commercial General Liability**  Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability | $1,000,000 per occurrence (CSL) Bodily Injury and Property Damage |
| **B** | **Commercial or Business Automobile Liability**  All owned vehicles hired or leased vehicles, non-owned, borrowed, and permissive uses. Personal Automobile Liability when extended to cover your business is acceptable for individual contractors with no  transportation or hauling related activities | $1,000,000 per occurrence (CSL)  Any Auto or Hired and Non-Owned Autos Bodily Injury and Property Damage |
| **C** | **Workers’ Compensation (WC) and Employers Liability (EL)**  As required by State of California | WC: Statutory Limits  EL: No less than $1,000,000 per accident for bodily injury or disease |
| **D** | **Technology Professional Liability** (Errors and Omissions) Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. | $2,000,000 per occurrence  $2,000,000 project aggregate |

**E Endorsements and Conditions**:

1. **ADDITIONAL INSURED:** COUNTY OF ALAMEDA, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL COUNTY OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES ARE TO BE COVERED AS ADDITIONAL INSUREDS ON THE CGL POLICY WITH RESPECT TO LIABILITY ARISING OUT OF WORK OR OPERATIONS PERFORMED BY OR ON BEHALF OF THE CONTRACTOR INCLUDING MATERIALS, PARTS, OR EQUIPMENT FURNISHED IN CONNECTION WITH SUCH WORK OR OPERATIONS. GENERAL LIABILITY COVERAGE CAN BE PROVIDED IN THE FORM OF AN ENDORSEMENT TO THE CONTRACTOR’S INSURANCE (AT LEAST AS BROAD AS ISO FORM CG 20 10 11 85 OR IF NOT AVAILABLE, THROUGH THE ADDITION OF **BOTH** CG 20 10, CG 20 26, CG 20 33, OR CG 20 38; **AND** CG 20 37 IF A LATER EDITION IS USED). AUTO POLICY SHALL CONTAIN OR BE ENDORSED TO CONTAIN ADDITIONAL INSURED COVERAGE FOR THE COUNTY.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. If coverage is cancelled or non- renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work. Proof of workers’ compensation insurance coverage is not required if contractor provides a signed Workers Compensation Written Declaration of Compliance.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor’ insurance and shall not contribute with it. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor’s contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise acceptable by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor’s insurance by County shall not relieve or decrease the liability of Contractor hereunder. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self –insured retention may be satisfied by either the named insured or County.
5. **SUBCONTRACTORS:** CONTRACTOR SHALL INCLUDE ALL SUBCONTRACTORS AS AN INSURED (COVERED PARTY) UNDER ITS POLICIES OR SHALL VERIFY THAT THE SUBCONTRACTOR, UNDER ITS OWN POLICIES AND ENDORSEMENTS, HAS COMPLIED WITH THE INSURANCE REQUIREMENTS IN THIS AGREEMENT, INCLUDING THIS EXHIBIT.
6. **JOINT VENTURES:** If Contractor is an association, partnership, or other joint business venture, required insurance shall be provided by one of the following methods:
   * Separate insurance policies issued for each individual entity, with each entity included as a “Named Insured” (covered party), or at minimum named as an “Additional Insured” on the other’s policies. Coverage shall be at least as broad as in the ISO Forms named above.
   * Joint insurance program with the association, partnership or other joint business venture included as a “Named Insured”.
7. **CANCELLATION OF INSURANCE:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.
8. **CERTIFICATE OF INSURANCE**: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contactor’s obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Certificate C-2\_Vendor and IT hardware, pre-packaged software, or portal access (Rev. 12/21/18)

Business and Technical Components Overview

This document covers business and technical components for the budget system. Bidders must complete this table identifying what items are included in their proposal and the location they are discussed. All components will be considered when proposals are evaluated and scored. The greatest weight will be given to “Crucial” items and “Highly Desired” items will be weighed higher than “Desirable” items.

* Crucial (C) – It is crucial and a requirement for the system.
* Highly Desirable (H) – It is not crucial to have this requirement, but highly desired and preferred.
* Desirable (D) – It desirable, but not required to have this requirement.

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| --- | --- | --- | --- | --- | --- | --- |
| **RFP Reference** | **Title** | **Description** | **Crucial (C)**  **Highly Desired (H)**  **Desirable(D)** | **Include in proposal?**  **(Y or N)** | **Location(s) in Proposal**  **(page #s or N/A)** | **Comments** |
| **Technical Requirements** | | | | | | |
| 1.a | Systems | A minimum of three (3) environments including Production, Development,  and Training (UAT) | C |  |  |  |
| 2.a | User Types | Ability to create users in system with  different access and permissions based on user type/group | C |  |  |  |
| 2.a.i | User Management | Ability for the administrator to manage users (including add, delete, and modify), their  permissions/access, and to configure the system | C |  |  |  |
| 2.b | User Types - Access | Ability to assign specific access to user groups by attributes (e.g.  Department, fund-org-program,  capital vs operating) | C |  |  |  |
| 2.a.i | User Types – CAO Admin | Administrator role that can configure various aspects of the budget system (e.g. set access rights for individual users or user groups; add/delete users; set stage restrictions for  budget changes/entry) | C |  |  |  |
| 2.b | Access Control Management - Rules | Ability to restrict what users can do during an action by stage, budget program area, department, Fund-Org-  Program, and account | C |  |  |  |
| 2.c | User Management  - Communication | Ability to send out messages and/or key deadlines/dates associated  through the system | D |  |  |  |
| **Functional Requirements** | | | | | | |
| 1 | Budget Lifecycle Management | Annual budget development by fiscal year and tracking of actuals and adjusted budget for current fiscal year | C |  |  |  |
| 1.a | Viewing Developing & Current Budget Information | Access to view prior year(s), current year, and developing budget details for the assigned Fund/Org/Program codes (FOPs) including reports and adjustments by stage with access based on user type (live access for CAO analysts; Approved/Final data for  Departmental budget users) | C |  |  |  |
| 1.b | Budget Development Stages and management | The process of budget development involves stages (or phases) within a single year, each with different activities and outputs. The system must allow for set stages with a  hierarchy. | C |  |  |  |
| 1.b.i.c | Budget  Development - Stage Access | Ability for Administrator to open and  close stages (for various activities) at any time. | C |  |  |  |
| 1.b.i.d | Budget Development – Stage Rippling | Concept of automatic propagation of amounts (changes) amongst stages. Changes/adjustments in one stage should ripple to next and future  stages in the budget | C |  |  |  |
| 1.b.ii | Budget Development - Department Requests | Ability to have department users enter decision packages related to budget changes as part of the budget request process, which CAO analysts can review, approve, and push to  production | C |  |  |  |
| 1.b.ii | Budget Development - Department Requests | Ability to have department users enter decision packages related to budget changes related to mid-year adjustments to the developing year budget and/or the VBB budget stage, which CAO analysts can review,  approve, and push to production | D |  |  |  |
| 1.c | End of Year (EOY) Roll Process | The process of rolling over the developing budget to current budget. | C |  |  |  |
| 1.e | EOY file to Alcolink | On-demand ability to send newly initialized current budget in an appropriate file format to Alcolink System. All mappings and exclusions if  any should be taken into consideration. | C |  |  |  |
| 1.g | User personalization | Ability to choose columns and ordering of columns while viewing current budget and developing budget (or scenario), in reports, and to create a personal dashboard with  important tables/charts | D |  |  |  |
| 3.1.2.1 | Viewing Developing Budget Information - Dept  Users Controls | Ability for Administrator to open stages to allow Department Budget users to view and/or edit information  by phase/stage in the developing year | C |  |  |  |
| 3.1.2.2 | Viewing & Updating Developing Budget Information - CAO  Users Controls | Ability for Administrator to open stages to allow CAO Budget users to view and/or edit information by phase/stage in the developing year | C |  |  |  |
| 3.1.3 | Departmental Budget Request - Submission and Workflow | Decision package for Departments to enter budget request including adjustments to appropriations and revenues (and position changes) with workflow for review and approval by  CAO | C |  |  |  |
| 3.1.3 | Departmental Budget Request – Internal Service Funds | Ability for Internal Service Fund (ISF) Departments to submit budgets in advance and include spreads for NDS&S accounts for other  Departments by FOP | D |  |  |  |
| 3.1.3 | Departmental Budget Request - Import | Ability for departmental Budget users to import their budget request via MS Excel or another similar format | D |  |  |  |
| 3.1.3 | Departmental Budget Request - Backup  Documentation | Supporting notes and documents for budget requests submitted in system or ability to attach documents  corresponding to requests. | H |  |  |  |
| 3.1.3 | Departmental Budget Request - One-time vs.  Ongoing | Users must be able to note an entry as one-time or ongoing with one-time appropriations and revenues removed from future years' developing budgets as per the  County’s MOE policy | H |  |  |  |
| 3.1.3 | Departmental Budget Request -  Intra-Fund Transfers | Workflow for review and verification of Intra-Fund Transfers between relevant Departments/Agencies | H |  |  |  |
| 3.4 | AMENDED Budget - Enabling AMENDED stage | CAO Admin must be able to enable AMENDED stage for developing year | C |  |  |  |
|  |  | and complete the data roll to this stage |  |  |  |  |
| 3.4 | AMENDED Budget - Data input | Enable screens for AMENDED data input and track changes | C |  |  |  |
| 3.4 | AMENDED Budget - Reports | Reports must include AMENDED stage | C |  |  |  |
| 3.4 | AMENDED Budget - End-of-Year roll | A special version of the end-of-year roll process that only transfers changes from the AMENDED stage to  the current budget. | H |  |  |  |
| 3.5 | Current Year Budget - Tracking & Data | Tracking of expenses, encumbrances, and budget adjustments against budget throughout the current year and differentiating between the approved budget and adjusted  budget | C |  |  |  |
| 4 | Budget Structure Management | Budget structure elements corresponding to the Chart of Accounts (Fund, Department, Program or Project, and Account) with details tracked in the system and a process to amend, add, or close  access within the system | C |  |  |  |
| 4 | Budget Structure Management | For the current budget, a way to specify actuals for an account to be  entered manually (as opposed to retrieved from Alcolink Financials) | D |  |  |  |
| 4.1 | Budget Structure - Groupings | Ability to group a collection of budget elements for the purposes of  reporting, access control or to represent a business concept | C |  |  |  |
| 4.2 | Budget Structure - Mapping to external systems | Ability to map to external systems used by Alameda County and ability  for Administrators to manage this function | C |  |  |  |
| 5 | Salary and Employee Benefits (S&EB)  Management | Ability within budget system to track number of positions and FTEs based on job code within each fund, org, program, and the ability to define and model S&EB appropriations based on updated rates and benefit  assumptions by job code | C |  |  |  |
| 5 | Salary and Employee Benefits (S&EB)  Management | In addition to job code level budgeting, process to replicate the information from Alcolink HRMS for  individual position costing | D |  |  |  |
| 5.1 | S&EB Management – Position Inventory | Ability to reconcile the number of positions and number of FTEs for each FOP in the budget system for the corresponding Fund-Dept-Program-  Project in Alcolink HRMS | C |  |  |  |
| 5.1 | S&EB Management – Position  Inventory | Ability to compare the Job Code cost with payroll data to validate the job  code cost modeling | D |  |  |  |
| 5.2 | S&EB Management – Job Code Management | Facility for administrative users to define and manage job code cost models, and associate job codes with  a FOP to be used in a position inventory | C |  |  |  |
| 5.2 | S&EB Management  – Job Code Management | Flag which job codes are available to  be assigned to a FOP in the budget system | C |  |  |  |
| 5.2 | S&EB Management – Job Code Management –  SAN/P positions | Configuration to provide factors that convert wage rates for job codes with different compensation frequencies  (e.g. monthly and yearly rates) | C |  |  |  |
| 5.2 | S&EB Management – Job Code Cost Modeling & Wage Cost Computations | Ability to model the costing of job codes by adding/deactivating benefits and adjusting setting for differential,  overtime, workers’ comp, retirement, salary savings rate, and other benefits | C |  |  |  |
| 6 | Tracking Changes | Ability to track changes regarding budget amounts and position inventory, when they were made, who made the change, and provide additional information/context on those budget changes as well as  grouping of related changes | C |  |  |  |
| 6 | Tracking Changes - workflow | Ability to implement an approval workflow dependent of the change  request type | H |  |  |  |
| 6 | Tracking Changes - Reports | Ability to run a report on grouped or like change (e.g. benefits) to see impact by Fund, Program Area,  Department or Org | C |  |  |  |
| 7 | Special Budget Management | Ability to create and maintain tracking of special budget details, including but not limited to Children's Services, CBO Contracts and Unincorporated Services with all the features and  reporting of the budget system with additional data collection | C |  |  |  |
| 7 | Special Budget Management - current year | Ability to track actuals versus budget for current and past fiscal years for Special Budgets | D |  |  |  |
| 7 | Special Budget Management - Access | Ability to assign specific access to user groups based on their Program Area,  Department needs using Fund-Org- Program for Special Budgets | C |  |  |  |
| 8 | Departmental Budget Systems | Ability for departments to opt to develop and track their internal  budgets in greater detail using the countywide budget system | D |  |  |  |
| 9 | Reports | Report formats can be periodically updated to the latest version of Microsoft and other software to | D |  |  |  |
|  |  | ensure compatibility with current work systems |  |  |  |  |
| 9.1 | Reports - Selection criteria | Ability to have various selection criteria depending on report type | C |  |  |  |
| 9.1 | Reports - Headers and footers | Reports self-populate (1) report title  (2) date and time created (3) page numbers and (4) report parameters Headers and footers ideally will be able to be revised manually. Certain report templates will be created for  regular use | C |  |  |  |
| 9.1 | Reports - Export data | Ability to export the data to excel.  Ability and expert corresponding programs as described in this RFP | C |  |  |  |
| 9.1 | Reports - Export Report and Print | Ability to save the report into PDF. Ability to export and save report data  in MS Excel format | C |  |  |  |
| 9.1 | Reports - Access Control | Access control built in so certain group of users can access only certain reports irrespective of departments -  this applies to all report types | C |  |  |  |
| 9.1 | Reports - Data | Depending on the report type current and developing year the change in position and FTE count should be  displayed | C |  |  |  |
| 9.1.1 | Reports - Selection data | Ability to select single, multiple or all from the available selection of drop- down data, unless it is not required | C |  |  |  |
| 9.1.1 | Reports - Data | Grouping displayed with totals for all the columns and Net County Cost as  necessary | C |  |  |  |
| 9.1.1 | Reports - Non- Budget Scenario  selection | If non-budget scenario is selected, there is no start and end stage  concept | C |  |  |  |
| 9.1.2 | Track Changes Reporting - Cross tab reports | Ability to create cross tab reports for criteria stated above where resulting Change ID or Accounts become the columns for the change category  selected | C |  |  |  |
| 9.1.2 | Track Changes Reporting - Type of Changes | Report type can be Budget Changes or Job Code Change. Information displayed will be accordingly | C |  |  |  |
| 9.1.2 | Track Changes Reporting - On  demand | User ability to create on-demand reports as needed | C |  |  |  |
| 9.1.2 | Track Changes Reporting - Year specific | Report can be current year specific or Developing year specific or combination of both and appropriate  columns should be displayed | C |  |  |  |
| 9.1.2 | Track Changes Reporting - Report Data | Depending on report type, appropriate grouping should be displayed with totals for all the columns and Net  County cost as necessary | C |  |  |  |
| 9.1.5 | S&EB Usage Reports | Depending on the type of S&EB component generated on the report, the related column with sub-level defined usage rate should be compared to actual payroll usage. For the current year, consider up-to-date pay period data and use straight line  extrapolation for 26 periods | C |  |  |  |
| 9.1.12 | Security Reports | Built in access control so identified group of users can access only certain reports irrespective of departments | C |  |  |  |
| 9.2 | Ad-hoc query reports | Ability to run an ad-hoc query on the data and save the output | H |  |  |  |
| 9.3 | Analysis | Ability for ROLAP/OLAP based  dimensional analysis for users based on access | D |  |  |  |
| 10 | Scenarios - Creating scenario | Able to create scenario from developing budget. This means taking complete snapshot of all related information related to Developing  budget | C |  |  |  |
| 10 | Scenarios - Tracking changes | A record to track changes created because of creating this new scenario | C |  |  |  |
| 10 | Scenarios -  Item/Job code Rates changes | Able to change item rates with new effective dates on new scenario. | C |  |  |  |
| 10 | Scenarios - Benefit and Usage rates change | Able to change/add benefit rates, usage rates, and salary savings rate.  Ability to change these rates on county, department, and item levels | C |  |  |  |
| 10 | Scenarios - Calculating budget  impact | Able to calculate budget impact as a result of changes stated above | C |  |  |  |
| 10 | Scenarios - Reports | Reports based on a scenario should  be available with the same functionality of other reports | C |  |  |  |
| 11 | Forecasting | Easy entry of revenue and  expenditure assumptions for five- and 10- year forecasting | C |  |  |  |
| 11 | Forecasting - Reports and Graphs | System produced reports and dynamic graphs to represent scenarios with ability to download data and save the report into PDF and  MS Excel formats | C |  |  |  |
| 12.1 | Integration with HRMS | If a new PREQ functionality is incorporated, a process (either real time via APIs or batch) to send  position changes to Alcolink HRMS | C |  |  |  |
| 12.2 | Integration with Financial system - Receiving period  actuals | Period actuals data along with adjusted budget will be received daily. Proper mapping should be done  to input/load data into budget system | C |  |  |  |
| 12.2 | Integration with Financial system - Mapping between Alcolink Financials and budget system  structure | Ability to create mapping between Alcolink Financials and budget structure, so numbers are routed accordingly while it updates in the budget system | C |  |  |  |
| 12.2 | Integration with Financial system - Providing Year End file to Alcolink  Finance system | File created at the time of EOY roll when ‘Final’ adjustments are made. Must be a way to define exceptions to be used in the file creating process | C |  |  |  |
| 12.3 | Integration with PREQ - Queries | Ability for external system to link to budget system to query item cost and query inventory levels. Ability for PREQ to link to Budget Stage and Stage Status. Ability for PREQ to find HRMS Financial Fund Code and Project Code from HRMS and Budget  mapping table | C |  |  |  |
| 12.3 | Integration with PREQ - updates to budget system | Ability to trigger update process in budget system, track changes, and provide feedback to PREQ system  about the status | C |  |  |  |
| 12.3 | Integration with PREQ - Query to get CAO User  access control list | Ability to provide the CAO user groups with department list to PREQ. | C |  |  |  |
| 13 | Projections module | Ability for Departments and CAO users to enter quarterly projections directly into budget system with system calculated straight-line projections (S&EB projections based known rates for current fiscal year) with notes and explanations or be able to integrate projections data from Alcolink Financials Ability for CAO users to change/override projection numbers as entered by Departments and save  them | D |  |  |  |
| 13 | Projections - Access control | Ability to restrict a user’s access by Fund-Org-Program | C |  |  |  |
| 13.1 | Projections - Import from Alcolink | If projections cannot be done directly in budget system, ability for CAO Admin to import Alcolink projections  into budget system for all major orgs and save them in budget with notes | C |  |  |  |
| 13.2 | Projections - Display & Analysis | View all the budget data along with editable projections column by selection criteria of year period and  major org | C |  |  |  |
| 13.3 | Projections - Reports | Ability to print all of the information displayed in a report format with the option to include or not include notes | C |  |  |  |
| 13.3 | Projections - data | Projections data including 2+ years of actuals for period and end of year totals by account in module and for  reports | C |  |  |  |
| 14 | Budget Document | Ability to create 2 (or more) documents annually with set table/chart formats for selected data and department and CAO user  narratives entered | D |  |  |  |
| 14.1 | Budget Document Charts/Tables - Selection  criteria/parameters | Ability to select various selection criteria (year, scenario, stage and grouping category) | C |  |  |  |
| 14.1 | Budget Document Charts/Tables -  Target objects and reports list | Display all target objects list based on category selection, as stated above  View all the reports available | C |  |  |  |
| 14.1 | Budget Document Charts/Tables - Special Filters | Ability to run the reports for specific groups including but not limited to Funds, Program Areas, and  Departments | C |  |  |  |
| 14.1 | Budget Document Charts/Tables - Saving reports | Reports created saved automatically to predefined location and the report should follow the naming conventions based on report type and target object, if document is created  independently | C |  |  |  |
| 14.2 | Budget Document Narratives - Access | Departmental Budget user access can be limited to appropriate FOPs as set  by Administrator | C |  |  |  |
| 14.2 | Budget Document Narratives - Department Entry | Ability for departmental user to input and format the narratives. Once departments are done with inputting narrative, they can submit narratives to CAO. Narrative cannot be submitted if they are over word count set by CAO and proper error  messages should be displayed | C |  |  |  |
| 14.2 | Budget Document Narratives - CAO Admin features | 1. Able to open and close the narrative module for department input 2. Able to create new departments/service areas, change or delete names 3. Able to unlock or lock the submitted narratives for departments to edit 4. Adjust the word counts of individual sections for a department | C |  |  |  |
| 14.2 | Budget Document Narratives - Roll | Administrator or dept staff ability able to roll the approved narratives to the next year’s developing year entry | D |  |  |  |
| 14.3 | Budget Document - Compiling | Download/Import of narratives and budget data to put together the budget document following a predefined format into appropriate  chapters and sections | H |  |  |  |
| 14.3 | Budget Document – Compiling & Finalizing | Ability to lock chapters/sections to edits by users in completed sections | D |  |  |  |
| 15 | Capital Improvement Plan  (CIP) | Budget system includes or could be extended to incorporate this  functionality | D |  |  |  |
| 15 | Capital Improvement Plan (CIP) | Capabilities for tracking planning and budgeting resources for long-term projects as part of five-year CIP | C |  |  |  |
| 15 | CIP - Data entry | Data entry for CIP by relevant departments and compiled in document for publishing in hard copy  and electronically | C |  |  |  |
| 15 | CIP - Decision packages | Changes or new projects are added to CIP through workflow after review by CAO analysts and approval by Capital  Financing Committee | C |  |  |  |
| 15 | CIP - Viewing Data | Ability to filter and sort data, view a summary or dashboard, create and view reports, and view project timelines and funding within their  permission groupings | C |  |  |  |
| 16 | Data Sharing | Budget data (operating and capital) should be able to be shared online with tables, charts and graphs representing crucial budget elements  to the public | H |  |  |  |
| 16 | Data Sharing -  documents and reports | Budget document and other  presentations and data also need to be shared with the public (PDF files) | H |  |  |  |
| 17.4 | Configuration Management | Ability to manage system configurations related to budget lifecycle management, process behaviors, and mappings across  systems | C |  |  |  |
| 18 | Data Migration | Migration of current budget and the budget structures for different fiscal years | C |  |  |  |
| 18 | Data Migration | Migration of the developing budget and the budget structures for  different fiscal years | C |  |  |  |
| 18 | Data Migration - Tracked Changes | Migration of the item journals for the current and prior fiscal years for job  code and budget changes | H |  |  |  |
| 18 | Data Migration - Job Code inventory & Rates | Migration of job code inventory for developing and current budgets for different fiscal years. Migration of items, salary rates, benefit rates, and  usage rates for different fiscal years. | H |  |  |  |
| 18 | Data Migration – historic data | At least 10 years prior | C |  |  |  |
| 19 | Usability | User interface is easy to learn,  remember, and use | H |  |  |  |
| 20 | Data Import/Export | Users must be able to import and export data either using the User Interface or the Application  programming interface (API) | C |  |  |  |
| 21 | Security Requirements | Utilize Active Directory for user authentication and allow single sign-  on | C |  |  |  |
| 21 | Security Requirements | Ability for system administrator to  maintain user accounts and system security | C |  |  |  |
| 21 | Security  Requirements | System must log user logins | C |  |  |  |
| 21 | Security Requirements | SOC2 report with information on security/cybersecurity, system availability, processing/data integrity, privacy, and explain security architecture. Encrypting of integration with county systems – application and database servers must be encrypted  256-bit in the least. | C |  |  |  |
| 22 | Performance - Saving | System saves user budget inputs  consistently and at least every than five seconds | C |  |  |  |
| 22 | Performance - Access | System must allow users access 24 hours a day, 7 days a week. Vendor must describe process for scheduled outages when the system is unavailable for routine updates, including frequency as well as the process for remedying unscheduled outages and estimated duration of  any outage until resolution | C |  |  |  |
| 22 | Performance - Users | System must allow more than 100  concurrent users without performance degradation | C |  |  |  |
| 22 | Performance - Users | System should be able to support more than 200 named users | H |  |  |  |
| 23 | Scalability | Scalable to support budget  information for over thirty years with about 10-20 scenarios per year | C |  |  |  |
| 24 | Technology | Web-based solution hosted on the cloud. The system can run on all major browsers like Chrome, Firefox,  and Edge | C |  |  |  |
| 24 | Technology | integrate with Alameda County email services to send notifications | H |  |  |  |
| 25 | Documentation | System must be accompanied by documentation for end users and system admin users. Any future implementation/upgrade will include additional documentation for the  users | C |  |  |  |
| 26 | Implementation | System must be implemented in partnership with Alameda County Budget Team requiring meetings (in- person as needed), a detailed  implementation plan, and timeline | C |  |  |  |
| 27 | Training | Vendor provides frequent and a wide breadth of training courses in a variety of delivery modes (on site, web-based live, web-based pre- recorded, or at vendor location). On-  site and web-based live are preferred | C |  |  |  |
| 27 | Training | Access to online training courses for new users after initial implementation | C |  |  |  |
| 27 | Training | Access to online or live collaboration and peer support network with other  program users | D |  |  |  |
| 28 | Maintenance & Support | Helpdesk/ support team reachable by email and telephone and respond to urgent issues within 30 minutes during regular business hours, Monday – Friday, from 8:00 – 5:00  PST. | H |  |  |  |
| 28 | Maintenance & Support | The County needs at least three instances (Production, User Acceptance Testing, and Developer),  preferably in our own environment | C |  |  |  |
| 28 | Maintenance & Support | Inform users and administrators of all upgrades in advance and have a clear  policy on how upgrades will be handled, and provide the ability to test upgrades before it goes into production | C |  |  |  |
| 28 | Maintenance & Support | System shall support latest technologies including, but not limited to all browsers, windows  environments, mac environments, and network security | C |  |  |  |
| 28 | Maintenance & Support | Clear policy on how system updates/upgrades will be handled. | C |  |  |  |
| **PREQ Components** | | | | | | |
| 3.1.3 | Integration with HRMS | Ability to retrieve position data and employee data (either via real time API calls or file-based batch process) from PeopleSoft HRMS; Ability to send position changes to PeopleSoft HRMS via file based nightly batch  process | C |  |  |  |
| 3.1.3 | Integration with Budget | Ability to retrieve real time cost data of the position from Budget System | C |  |  |  |
| 3.2.1 | Create/Edit Add New Positions  Request | Allow Department users to create/edit Add New Positions  Request | C |  |  |  |
| 3.2.1 | Create/Edit Add FTEs Request | Allow Department users to create/edit Add FTEs Request | C |  |  |  |
| 3.2.1 | Create/Edit Delete Positions and/or FTEs Request | Allow Department users to create/edit Delete Positions and/or FTEs Request | C |  |  |  |
| 3.2.1 | Create/Edit Change  Expense Account Request | Allow Department users to  create/edit Change Expense Account Request | C |  |  |  |
| 3.2.1 | Create/Edit Change  Position Location Request | Allow Department users to  create/edit Change Position Location Request | C |  |  |  |
| 3.2.1 | Create/Edit Reclassify Position  Request | Allow Department users to create/edit Reclassify Positions  Request | C |  |  |  |
| 3.2.1 | Create/Edit Transfer Positions  Request | Allow Department users to create/edit Transfer Positions  Request | C |  |  |  |
| 3.2.1 | Create/Edit Transfer FTEs  Request | Allow Department users to create/edit Transfer FTEs Request | C |  |  |  |
| 3.2.4 | View Request Details | Allow users to view the details of the position data, employee info, the cost of the position, comments, approval history and the status changes of a  request | C |  |  |  |
| 3.2.5 | Withdraw Request | Allow users to withdraw Request | C |  |  |  |
| 3.2.1 | Assign Request | Allow HR Analyst Assigner to assign requests to HR Analysts | C |  |  |  |
| 3.2.1 | Add Comments | Allow users to add/edit comments to  PREQ requests | C |  |  |  |
| 3.2.1 | Upload Documents | Allow Questionnaires and Board Letters to be attached to the request | C |  |  |  |
| 3.2.8 | Generate Pending Review or Pending Approval Requests list for HR users | Ability to generate pending review or pending approval requests list for HR users (HR Analyst Assigner, HR Analysts, Central HR Approver,  Central HR Admin) | C |  |  |  |
| 3.2.8 | Generate Pending Approval Requests list for CAO  Analysts | Ability to generate pending approval requests list for CAO Analysts | C |  |  |  |
| 4 | HR Approval process | Allow HR to review and approve the PREQ requests. Approved position, FTE, location, and account changes  will be sent to PeopleSoft batch interface on a daily basis. | C |  |  |  |
| 3.2.7 | HR Mass Approval | Allow HR approvers to mass approve multiple requests | C |  |  |  |
| 3.2.8 | CAO Approval process | Allow CAO to review and approve the PREQ requests. Approved position or FTE changes will be updated in the  Budget System in real time. | C |  |  |  |
| 3.2.12 | Generate Reports | Ability to generate different types of  PREQ reports. | C |  |  |  |
| 3.2.12 | Export and Print  Reports | Allow users to export and print  reports | C |  |  |  |
| 2.1.9 | Generate CSC Agenda Document | Ability to generate CSC Agenda in a word document | C |  |  |  |
| 3.2.9 | Search PREQ Requests | Allow users to search requests different search criteria | C |  |  |  |
| 3.2.9 | Export and Print Search Results | Allow users to export and print search results | C |  |  |  |
| 3.2.13 | PREQ User Management | Allow Central HR Admin to  add/remove PREQ user, add/update/delete user role | C |  |  |  |
| 2.2.5 | Email Notification | Ability to send user notification emails  when a request is created, modified, approved, or denied. | C |  |  |  |
| 2.2.2 | Generate PREQ batch file which contains positions change info and send the batch file to HRMS | Ability to automatically generate a PREQ batch file in a pre-defined format and send to HRMS interface to process daily, so that the position, location, account, and FTE changes of the PREQ Requests can be updated in the HRMS system in the HRMS nightly  batch process. | C |  |  |  |
| 2.2.3 | End of Fiscal Year Roll | This process is performed once a year after the Budget End of Year Roll is completed. PREQ system needs to  replace the Current Year values (# of positions and # of FTEs) with the Dev  Year values for those pending requests. | C |  |  |  |
| 2.2.3 | End of Fiscal Year (EOFY) Freeze Delete Roll | This process is performed once a year. The purpose is to update the FTE values for those approved frozen  positions and make them active in the HRMS. | C |  |  |  |
| **Requirement with Similar County Implementation** | | | | | | |
|  | Experience with California Counties related to Budget  System | Need the number of years of experience with California Counties who use your Budget  Software/System | H |  |  |  |
|  | Experience with a California County  with at least a $3.5 Billion Budget | Need the county budget size managed by your Budget Software/System | H |  |  |  |
|  | Reference Names from the California counties | Need references from the California counties that use your Budget Software. | H |  |  |  |

**RFP No. 902233**

**EXHIBIT B**

Current Alameda County Budget System

Please see the attached Exhibit B in a separate PDF file.

**RFP No. 902233**

**EXHIBIT C**

Current Position Request System (PREQ)

Business Requirements

Please see the attached Exhibit C in a separate PDF file.